



City of Corvallis - Planning Division
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September 23, 2015

To: BRET FOX
515 WEST PICKETT CIRCLE
SUITE 400
SALT LAKE CITY, UT 84115

Re: DDI15-00003 Creekside Center I & II
*Requested approval for Request for Interpretation -
Quasi-Judicial*

Thank you for your submittal!

This letter serves as confirmation of receipt of the land use application described above (**DDI15-00003** Creekside Center I & II), and provides information regarding next steps in the process, including important dates.

This application will soon be assigned to a Planning Division staff member, who will then route the application for review to the appropriate City departments and other agencies. Your staff contact will let you know the status of the application review by **10/23/2015**, and will include a determination of whether or not the application is considered complete.

Per State law, the application is valid for 180 days, and will expire on **3/21/2016** unless it has been deemed complete. Once the application is considered complete, it will be forwarded through the appropriate decision making process.

The City will issue a final decision on the application within 120 days from the date that the application has been deemed complete.

At this time, you may also logon to our online portal (www.corvallisoregon.gov/eplans) to check on the status of your application and upload additional documents. Please use the case number **DDI15-00003** or project name (**Creekside Center I & II**) when referring to this application. If you do not have an online account, please contact the Planning Division for assistance.

Approval Requested:	Request for Interpretation - Quasi-Judicial
Application:	DDI15-00003 Creekside Center I & II
Application filed on:	9/23/2015
Site Address:	5425 SW PHILOMATH BLVD CORVALLIS, OR 97333

please see reverse side for a simplified description of the land use review process and important dates

General Overview of the Land Use Application Review Process:

Application Submittal	received on 09/23/2015 by Jason Yaich
30 Day Completeness Review	staff comments due to applicant by 10/23/2015
Revisions Review	necessary when application is determined to be incomplete
Staff Review	once application is deemed complete, staff will schedule a public hearing, if required; prepare the public notice and begin work on the staff report or land use decision
Decision	depending on the application type, a decision will be made by either the Planning Division Manager or an appointed discretionary authority such as the Planning Commission or the Historic Resources Commission
Appeal Hearings	will be scheduled, if necessary
Final Processing	if approved, most land use applications will have an effective period of approval and may expire if defined thresholds are not met